

**Space Family Education, Inc.
Board of Director's Open Meeting**

July 21, 2005

Safety Report

Director & Vice President

Erica Vandersand, VP, reported that bites are down, illnesses are almost nonexistent, and injuries are going back down after the "spring break" phenomena.

Susan Gomez, Pres., stated that NASA took away the dead tree and split branch behind the school.

Director Report

Staffing

Resignations:

One teacher, Kenya Scott, resigned. Her last day is Aug 2. Shelly Schroeder, Asst. Director, reported that we do not know yet who will replace her in Room 6. The plan is to hire a fulltime replacement teacher.

New Hires:

None at this time; Ms. Schroeder will interview applicants.

Other:

Kristy Hirning is out on medical leave and plans to be back for the first week of school.

Operations

Facility:

Carpet in rooms 1 and 2 needs to be replaced. Ms. Gomez has submitted a work order to replace the carpet under the tables with tile. The rest of the carpet also needs to be replaced.

Special Events:

Ms. Gomez reminded everyone that school starts Aug 15; open house will be held during that week, date TBD. With regard to school supplies, the teachers will ask the parents for money and then will buy the supplies themselves so the whole class has the same things. The fee will also pay for cameras and film developing.

Other:

No report

Committees Report

Education Curriculum

Science and Culture Enrichment—Ms. Scott was responsible for science and cultural enrichment in the past. Through the Budget & Finance Committee, TQ Bui, Darin Wilson, and Jennifer Mason volunteered to come up with a proposal for parents to provide science and culture programs for rooms 5-9 instead. Ms. Bui agreed to set up a meeting with Ms. Schroeder and come up with a proposal for teachers and volunteers to carry out. Gloria Cybulski, Debbie and Michael Berdich volunteered to assist, too. One suggestion was to develop one topic per parent volunteer, who would then be responsible for going to each room. Some materials from the past are still stored at the school.

Playground

- Ms. Gomez reported that the tarp on the big playground, which was torn during high wind, was still under warranty and has been repaired. Unfortunately, the company replacing it sent non-US citizens to install it and they were not allowed on site. The tarp will be replaced when US citizens are available to install.
- A question was raised about the playground resurfacing. Previously, Ms. Cybulski had been told by Ms. Hirning that it may need to be redone. It was done last summer and is not budgeted to be resurfaced in the FYE April 2006. No one at the meeting had the current status of this, but the sentiment was expressed that SFEI should get a second opinion before agreeing to another resurfacing so soon.

Newsletter and Webpage

SFEI needs a new newsletter editor—Jennifer Lewis took an action to ask for a volunteer. A parent noted that the tuition online needs to be updated; it shows the rates from 2003. Louis Nguyen has the action to review the website and send updates to the person who maintains the website. Ms. Gomez asked that any members who notice a needed change to the website please notify Mr. Nguyen.

Room-1

Kids are happy.

Room-2

Kids are happy.

Room-3

The kids are enjoying the summer substitute, Ms Sarah.

Room-4

Kids are happy.

Room-5

Kids are happy.

Room-6

Kids are happy.

Room-7

Kids are happy.

Room-8

The summer substitute, Ms. Margie, is great.

Room-9

Kids are happy.

Board Members Report**Secretary** (Jennifer Mason for Louis Nguyen)

- Arranged and held the annual SFEI General Membership Meeting on June 16. The meeting presentation is available on the SFEI webpage.
- Successfully completed the 2005 Election to vote for BOD and on proposed By-Laws changes. The official election result is posted on the SFEI webpage.
- New BOD Members are: Susan Gomez (VP), Louis Nguyen (Secretary), Liana Rodriggs (P&P), Melanie Saunders (President), and Miranda Scroggins (Treasurer).
- All proposed By-Laws amendments were adopted; A-15 Duties of Members of the BOD, A-16 By-Law Amendments, and A-17 BOD Staggered Terms. To implement the staggered terms, Ms. Gomez and Mr. Nguyen agreed to serve for 1 year each.
- During the election period, Mr. Nguyen found at least three clerical errors in our membership roster; two were fixed in time for the election, and one missed the deadline to receive the election ballot. He also found many members missing from the roster because they missed the call to renew their membership in August 2004. Mr. Nguyen, Ms. Lewis and Ms. Rodriggs will work with Ms. Coppedge to minimize these problems in the future.

Policies and Procedures (Jennifer Lewis)

Room captain duties will be added to Parent Handbook. Typically, the teachers select a room captain, whose primary duty is to communicate emergency information

Treasurer (Susan Gomez for Jennifer Mason)

- SFEI had approximately \$30K in the bank at end of June. The Field Trips line item shows a negative expense because it does not yet reflect payment to some vendors. This line item should show \$0 once vendors are paid.
- A letter to the membership about the tuition increase will come out later this week, or early next week. The tuition increase announced at the general meeting is \$3/wk per child, effective September 5, 2005.

Vice President (Erica Vandersand)

No report

President (Susan Gomez)

No report

SFEI Members Report

Old Business

- Ms. Bui asked about having electronic forms for the beginning of the school year and for enrollment. Ms. Lewis will work with Ms. Rodriggs to have this in place as soon as possible. It will not be ready for this school year, however.
- A Fundraising Committee is needed. Volunteers include Ms. Bui, Ms. Mason, Ms. Cybulski, Ric Slater, Lisa Blok, and Ms. Gomez (currently, the VP is responsible for Fundraising in the SFEI Bylaws). Ms. Mason agreed to lead the committee. She will arrange a meeting in early August. Some possible activities for the committee include a garage sale, Box Tops for Education, and laminating Kroger and Randalls cards (see items under New Business).
- A parent asked how the item raised after the general meeting in June was resolved (ie, how to accommodate kids who cannot go on a summer field trip b/c of parent concerns)? Ms. Hirning allowed kids this summer to stay back; 2 families opted to do this for 1 field trip, and 4 opted for this option on another field trip. A parent asked how will this be done next summer and suggested that parents could identify well ahead which child will not be participating in which field trip, then Ms. Hirning could arrange for a substitute teacher for that day, and parents would be required to pay for the sub instead of the field trip. The board responded that Kristy will make the decision on how to handle the field trips nexts summer and that parents will be given plenty of notification on how it will be handled

(Refer to Section D.6.8 of the Parent Handbook for the official school policy for children not attending field trips, which states:

“Note that children who do not participate in field trips will not be able to attend the center for the duration of the field trip unless space is available in another age-appropriate classroom (i.e. a child in another classroom is absent that day). This policy applies to all children who do not participate, whether the lack of participation is due to the parent’s decision, denial because of previous behavior problems, or denial due to lack of potty training.”)

New Business

- A parent asked how actions are communicated in between Board meetings, for example, the item above about field trips. The Board members explained that typically, actions are captured in the meeting minutes and then the closure is reported at the next meeting. Since the field trip item came up after the Annual Meeting, and not as part of a regular Board meeting with minutes, it was not captured as an action. Instead, Ms. Hirning took an action to resolve it, and the solution was communicated by email to the rooms affected.
- Box Tops for Education—Ms. Cybulski has a proposal for an instruction sheet for parents for how to submit their Box Tops so it’s easier for SFEI to turn them in twice a year (ie, trim them on the line and put in baggies of 50). She will hand out the instructions at Open House. Candy Hunt will ask if SFEI can put out collection boxes. The Fundraising Committee will follow up to help implement this idea.
- The Fundraising Committee will also look into laminating Kroger and Randalls cards, making them small enough for a key ring, and handing them out at Open House.

Walk-ons

Ms. Bui reported that a Field Trip Cost Expense Worksheet was developed by Jane Gensler as a result of a Budget & Finance Committee action. It takes into account mileage, gas, meal cost, and driver salary. How would it be used? Teachers and Ms. Hirning can use it to estimate an accurate cost per child. Ms. Hirning and Ms. Schroeder need to verify the data used. A parent recommended that the fee for teachers and the driver to attend the event be included. Ms. Gensler included the bus loan fee for each summer field trip, but the Board recommended that it be removed as it should be reflected in summer camp tuition, not individual field trips. The Board requested that Ms. Bui send the spreadsheet to Kristy and Shelly, and they will take it from here. The Board, Kristy and Shelly appreciate the development of the spreadsheet.

Attendance:

Teresa Aguirre, TQ Bui, Debbie Berdich, Lisa Blok, Melissa Campbell, Gloria Cybulski, Scott Dunham, Susan Gomez, Candy Hunt, Jennifer Lewis, Jennifer Mason, Ricki Reynolds, Liana Rodriggs, Shelly Schroeder, Erica Vandersand, Joy Wood

Submitted by

Jennifer Mason
For Louis Nguyen

The next meeting will be August 18, 2005
Building 111 Conference Room - 11:30 AM - 1:00 PM